

**OSB “OL” Workshop
10/29/98
Purpose of Work Shop**

1. Develop outside leveraging project proposals more fully.
2. Engage in critical/supportive thinking to:
 - a. Determine feasibility of projects; and
 - b. Strategize how to proceed successfully with an OL project.
3. Determine which projects should be phased in over time
 - a. Prioritize
 - b. Timing
4. Develop guidance materials for future OL efforts
 - a. Process
 - b. Guidelines
 - c. Tips
 - d. Outlines
 - e. Motivators
 - f. etc.

GROUND RULES

- ✓ You are a support team – use synergistic thinking and behavior
- ✓ Don't get defensive
- ✓ Take the higher ground – think System versus Project owner
- ✓ Leadership of projects can cross typical organizational boundaries but you must consult with process/topic owners and your own leadership for workload management.
- ✓ Embrace your “naysayers” - understand and respond to their concerns (versus criticizing or judging them)

EXPECTATIONS

- ✓ Walk out with seven or eight prioritized viable OL projects outlined and ready for detailed “trim work” to ready them for a decision briefing.
- ✓ Build a mutual support network within and between the project teams.
- ✓ Create a process outline that others can use in the future.

AGENDA

8:30-8:45	Review/Refocus Agenda, Groundrules, Expectations
8:45-9:15	Review Lessons Learned Benefits of OL OL Selection Criteria Brainstorm Additions
9:15-9:45	Review/ Improve Suggested OL project process
9:45-10:00	Break
10:00-11:00	Brief overview of proposed OL projects (5 min each)
11:00-11:15	Form small project support teams (2 to 5)
11:15-1:30	Working Lunch Team works on OL project outline process
1:30-3:00	Present your Proposals Get group feedback
3:00-3:15	Break
3:15-3:45	Regroup in your OL project teams to capture/discuss feedback findings
3:45-4:45	Next Steps Product expectations, Tasks, Approval process
4:45-5:00	Closing Remarks

OL PROJECT DEVELOPMENT/ANALYSIS PROCESS

1. Presenting Problem (key to organizational outcomes, vision, mission)
2. OL Proposal
3. Anticipated Cost of:
 - a. Pilot
 - b. Project maintenance (including people, time, travel, meetings, equipment, etc.)
- 4a. Anticipated Financial Benefit of OL project:
 - a. Saved FDA resources (time, money, etc.)
 - b. Improved measurable outcomes/outputs (compared to inputs)
 - c. When you expect the payoff to occur
- 4b. Anticipated Intangible Benefits (stature, understanding, increased cooperation, etc.).
 - a. To FDA
 - b. To OL partner(s)
5. Stakeholder Analysis
 - a. Who is affected? (including peers)
 - b. Who is critical to success?
6. Apply Selection Criteria to make a GO/NO GO determination.

7. Strategy for Pursuit

- a. How to motivate stakeholders (Needs, Wants, Interests, Carrots, etc.) What's the compelling argument to proceed?
- b. Proposed implementation plan. (If your project was "blessed", what are the next few steps you would take?)
- c. Anticipated obstacles and their removal (What strategy do you use to overcome the anticipated problems/obstacles)

8. Measurement Plan

- a. Baseline performance indicators (current state)
- b. Inputs/outputs, outcomes
- c. When/How to measure (continuous, annual, existing methods, special measurement needs, etc.)

9. What questions do you need answered in order to proceed?

PARTICIPANTS AT THE OL WORKSHOP

October 29, 1998

Chris Parmentier	OSB
Sonia Swayze	OSB
Deborah Blum	OSB
Ronald Kaczmarek	OSB
Tom Gross	OSB
Nancy Veret	OSB
Cathy Michaloski	OSB
Al Thomas	OHIP
Laura Josloff (Stewart)	OHIP
Carol Herman	OSB
Bill Herman	OST
Ann Tornese	OSB
Joyce Stanley-Harris	OSB
Nancy Pressly	OSB
Pat Spitzig	OSB
Janine Morris	ODE
Isaac Hantman	OSB
Henry Lee	OSB
Marilyn Lightfoote	OST
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